



REPUBLIC OF MOZAMBIQUE

MINISTRY OF PLANNING AND DEVELOPMENT

NORTHERN INTEGRATED DEVELOPMENT AGENCY

Jobs, Social Cohesion and Community Resilience in Northern Mozambique - Phase I – P514199

Terms of Reference

Procurement Recruitment of a Procurement Specialist

30/04/2026

1. Context

The Government of Mozambique, represented by the Northern Integrated Development Agency (ADIN), in collaboration with the World Bank, has developed a project under a Multiphase Programmatic Approach (MPA) designed to scale up World Bank support for local development in northern Mozambique.

The objective of the program is to strengthen social cohesion and improve infrastructure so that it is more resilient to climate change in the northern region of Mozambique.

The program consists of two overlapping phases to be implemented over 8 years, totaling US\$ 250 million.

- **Phase I**, with a total amount of US\$ 100 million, aims to address the urgent development needs of vulnerable communities, strengthen community participation in local development, and build the capacity of local governments for improved planning and resource management, in line with effective decentralization, as well as efficient and equitable service delivery across all districts of Niassa, Cabo Delgado, and Nampula.
- **Phase II**, with a total amount of US\$ 150 million, will expand the community and local development agenda.

The program is structured into four components, namely:

Component 1: Strengthening Social Cohesion

This component will finance priority actions aimed at strengthening social cohesion in selected districts through the mobilization of dialogue platforms, support for youth and women's economic initiatives, and the provision of psychosocial support services and gender-based violence prevention services for both women and men.

Component 2: Improving Access to Basic Services and Climate-Resilient Infrastructure

This component will address challenges related to limited access to essential basic services, while enhancing the capacity of districts and local communities to plan climate-resilient infrastructure that meets community needs in the short and medium term.

Component 3: Project Management and Coordination

This component will support project coordination and management from fiduciary, environmental and social risk management, grievance redress mechanisms, monitoring and evaluation, independent impact evaluation, and communication perspectives. It will also support the operational costs of a Steering Committee, a technical committee, and all stakeholder engagement platforms required for program implementation.

2. Institutional Arrangements

To coordinate program implementation and ensure greater efficiency and harmonization of activities, a **Program Implementation Unit (PIU)** will be established in Cabo Delgado Province at ADIN offices, as foreseen in the financing agreement.

The PIU will be led by a Coordinator and will include a Procurement Specialist based in Cabo Delgado Province, with regular travel to districts across the three northern provinces of the country.

The Procurement Specialist will report directly to the Program Coordinator and will be primarily responsible for ensuring efficiency, timely execution, and transparency of the Project's procurement processes.

3. Objective of the Assignment

The Procurement Specialist will be responsible for ensuring that goods, services, and works are procured in the most appropriate manner, in accordance with the policies and procedures of the World Bank and the Government, aiming at achieving the expected results and impacts of the program.

In addition, the Procurement Specialist shall ensure the implementation of the Procurement Plan in compliance with the Procurement Procedures specified in the Financing Agreement, namely the World Bank Procurement Regulations for IPF Borrowers (July 2016 edition, revised November 2017 and August 2018), Decree 5/2016 of March 8, as well as the Project Implementation Manual.

4. Main Tasks and Responsibilities

Key Responsibilities

- Prepare and update the Project Procurement Plan;
- Develop the Procurement Plan, strategy, and procedures manual in accordance with Government of Mozambique procurement laws and World Bank procurement guidelines;
- Liaise with the World Bank on project procurement and ensure adherence to established procurement guidelines;
- Plan and conduct procurement training for staff of implementing agencies at district and provincial levels on the use of standard bidding documents, Requests for Proposals (RFPs), evaluation reports, contracts, and procurement guidelines;

- Maintain coordination of project activities and ensure follow-up to achieve all procurement objectives;
- Support the Project Coordinator in proposing measures to overcome critical delays, where applicable;
- Prepare all necessary documentation to request a “No Objection” from the World Bank using the STEP online system;
- Provide procurement support as required;
- Advise and assist in the preparation of procurement packages;
- Prepare and negotiate procurement plans with key stakeholders;
- Prepare and review specifications, correct Terms of Reference (ToRs), and prepare RFPs, bidding documents, contracts, and evaluation reports using World Bank standard documents and, where applicable, UFSA-approved standard documents accepted by the Bank;
- Participate as a member of ad hoc evaluation committees and support evaluation of bids and preparation of evaluation reports;
- Follow up with relevant government institutions and the World Bank to ensure timely issuance and approval of RFPs, bidding documents, contracts, and evaluation reports in line with the approved procurement plan;
- Manage procurement advertising, correspondence, receipt, and opening of bids in strict compliance with agreed procedures;
- Maintain systematic procurement filing systems (manual and electronic);
- Participate in contract negotiations;
- Safely archive bids and related bank securities;
- Prepare quarterly physical progress and procurement activity reports for the Project Coordinator;
- Support submission and uploading of procurement documents into the World Bank Procurement Tracking System (STEP);
- Lead and supervise teams based in Nampula, Niassa, and Cabo Delgado;
- Perform any other periodic tasks assigned by the Coordinator;
- Support institutional strengthening of implementation units at provincial and district levels, particularly in financial management;
- Represent the Program with the World Bank and other development partners;
- Ensure dissemination of best practices in financial management and program results;
- Participate in field missions, progress reporting, and coordination meetings with the World Bank.

5. Required Profile and Qualifications

The candidate must have the following qualifications and competencies:

- Bachelor’s or Master’s degree in public administration, economics, law, accounting, auditing, engineering, procurement, or related fields;
- Have at least 10 (ten) years of experience in procurement, with a minimum of 5 (five) years in projects financed by the World Bank or similar multi-lateral institutions at a Procurement Specialist/Officer level is requirement;

- Understanding of World Bank Procurement Regulations and/or experience with Government procurement procedures is considered an advantage; Leadership, communication, and negotiation skills;
- Solid knowledge of the northern region is an advantage;
- Good understanding of Government of Mozambique procurement laws, regulations, and processes; is an advantage;
- Experience with the World Bank STEP system is an advantage;
- Experience in large and/or complex procurement projects, including preparation of Terms of Reference, bidding documents, bid opening and evaluation, negotiation, and contract management;
- Proven analytical and organizational skills, with demonstrated ability to solve problems and balance program objectives with reporting requirements;
- Excellent written and verbal communication skills, with ability to interact effectively;
- Strong computer skills and practical experience with MS Office (Excel, Word, PowerPoint) and Canva;
- Good understanding of English language is a requirement, while knowledge of Portuguese is considered an advantage.

6. Remuneration

A competitive salary package will be negotiated based on the candidate's qualifications and experience. However, the final salary will be determined by combining qualifications, experience, and salary history, and will be subject to the limits established in the salary scale approved by the Ministry of Finance on 21 July 2025.

7. Contract Duration

The contract will be for a period of 12 (twelve) months, subject to performance evaluation by ADIN, with the possibility of renewal for two years.

8. Anti-Corruption Clauses

The Procurement Specialist commits to implementing the services under this contract in accordance with the World Bank Anti-Corruption Guidelines: "Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by IBRD Loans and IDA Credits and Grants", dated 15 October 2006, and revised in January 2011.

The Specialist is also bound by Law No. 6/2004 of 17 June, which aims to combat corruption and illicit economic participation.

For the purposes of this provision, "corrupt practice" means offering, giving, receiving, or soliciting anything of value to influence the actions of a government official in procurement or contract execution.

9. Selection Method

This program is financed by the World Bank; therefore, the Consultant/Procurement Specialist will be selected on a competitive basis in accordance with the World Bank Procurement Regulations for IPF Borrowers (February 2025 edition). The selection method will be Individual Consultant (IC).

10. Submission of Applications

Interested candidates with the required profile should submit their applications to the address below, consisting of:

- Application letter;
- CV;
- Certified copies of academic certificates and three signed reference letters.

Qualified candidates are requested to submit their applications no later than 23 May 2026 at 15:00 to the following email or address:

Email: candidaturasmozcomunidades@adin.gov.mz

Address: 16th of June Street, No. 144, 1st floor, Pemba City, Cabo Delgado, Mozambique